

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 01
Fiscal Year: 2017/2018
Posted Date: 07/12/2017
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

| Item # | Job Code | Title |
|--------|----------|-------------------------------|
| 1 | 8205 | Institutional Police Sergeant |

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INSTITUTIONAL POLICE SERGEANT
Job Code: 8205**

DEFINITION

Under direction, supervises and is responsible for the work of subordinate security officers; assists in the overall administration of an institution security program; and performs related duties as required.

~~Requires responsibility for: explaining and enforcing city and State laws and ordinances and coordinating, explaining and interpreting institution security measures, rules, regulations, policies and procedures; making regular contacts with subordinate officers, other institution personnel, the San Francisco Police Department and others to obtain or furnish information concerning security regulations and violations thereof; preparing or supervising the preparation of daily and special reports of security activities. Nature of duties involves exposure to physical injury and other dangers inherent in security work.~~

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises the work of security officers; arranges work schedules; conducts tours of inspection; reports on activity of officers; transmits and interprets pertinent departmental policies and procedures and assures their enforcement; orients and instructs security officers in law and regulation changes and the proper performance of their duties.
2. Assures that security officers are provided with all necessary supplies and equipment; instructs officers in the proper use of equipment; prepares or supervises the preparation of daily and special reports of security activities; assists and counsels security officers in writing reports; initiates necessary disciplinary action.
3. Operates short wave radio; as assigned, performs the duties of institution security officer; as assigned, assumes the duties of institution captain **or lieutenant** in his **or her** absence.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the laws of arrest; the California Motor Vehicle Code; a good knowledge of the principles of organization and supervision, especially as they apply to effective security work.

Ability and Skill to: supervise the enforcement of city and State laws and ordinances and institution rules, regulations and security measures; train subordinate officers in the proper methods of security enforcement and in the use of fire arms; prepare special reports.

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MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

~~Requires completion of high school~~ **High School diploma or equivalent (GED or High School Proficiency Examination)**

Experience:

~~Supplemented by Three (3) years of experience as a police officer, member of a military police unit or other work involving the safeguarding of life and property; or an equivalent combination of training and experience.~~

License and Certification:

~~Possession of a **valid California** state motor vehicle operator's driver's license
a restricted telephone-radio operator's license
Possession of a Basic P.O.S.T Academy certificate as a special police officer.~~

Substitution:

Possession of an associate degree in Criminal Justice from an accredited college or university may substitute for up to two (2) years of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

~~To: 8206 Institutional Police Captain
From: 8204 Institutional Policeman~~

ORIGINATION DATE: 06/07/1962

AMENDED DATE: 06/15/1970; **07/XX/17**

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities,*

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and minimum qualifications.

BUSINESS UNIT(S): **COMMN SFMTA SFCCD**